

The City of Hillsboro is accepting resumes for a GIS Intern with the Information Services Department. This position will use GIS (Geographic Information Systems) to map growth and building updates in Hillsboro. The GIS Intern is a temporary, part-time, 20 hour/ week internship. Hours will be scheduled Monday–Friday between 8 am–5 pm.

Compensation is up to \$13.74/hour, dependent on education level.  
Resumes will be accepted until April 20, 2018.

**Internship Process & Timeline:**

**April - May:** Application, Interview & Selection Process

**June - August:** Summer Internship

**General Description of Duties:**

- Use GIS mapping to update City of Hillsboro maps to assess building growth
- Conduct a 2017 aerial photo audit of building footprint and update GIS files accordingly
- Use site plans from construction drawings to assist in the creation of the building footprint
- Assist with improving the City's GIS data inventory and metadata creation

**The ideal candidate:**

- Is familiar with ArcGIS software and concepts
- Is open to technology and learning new skills
- Is a strong communicator

**Requirements:**

- Must be currently enrolled in a GIS certificate program or an undergraduate program focused on cartography, mapping, Geography or Geo Science
- Must complete and pass criminal background check
- Must be at least 18 years of age and be able to commit to the entire internship

**How to Apply:**

**Submit letter of interest and resume by April 20, 2018 to:**

**City of Hillsboro Human Resources Department**

**Attn: Jessica Stark**

**150 E Main St. – 2<sup>nd</sup> floor Hillsboro, OR 97123**

**Email: [jessica.stark@hillsboro-oregon.gov](mailto:jessica.stark@hillsboro-oregon.gov) (GIS Internship in subject line)**

**Questions? :** Jessica Stark, City of Hillsboro Human Resources Department at  
[jessica.stark@hillsboro-oregon.gov](mailto:jessica.stark@hillsboro-oregon.gov)  
or at 503-681-6222

**Equal Employment Opportunity**

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.